

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING**

Minutes – May 23, 2007

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: 1500 Bollinger Canyon Road
Administration Building – Boardroom
San Ramon, CA 94583

Board Members Present: Directors Bongi, Lindsay, Dickson, and Price

Board Members Absent: President Sandy

Staff Present: Chief Bowen, Assistant Chief Price, Assistant Chief Hart, Acting Fire Marshal Bartusch, Human Resources Director Leete, Training Chief Krause, District Counsel Ross, Finance Supervisor Juanita Philapil, Union President John Keel, Battalion Chief Mike Brown and Board Secretary Brooks.

1. Call to Order

Vice-President Bongi called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Vice-President Bongi led those present in the Pledge of Allegiance to the Flag.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum.

4. Special Announcements/Presentations/General Business

- 4.1 Recognition of 2007-1 Academy & Approval of staff's recommendation to hire: Firefighter/Paramedics Megan O'Connor, David Gerry, Christopher Cunningham and Christopher Parsons, to Step 1, effective May 1, 2007, subject to an 18-month probationary period; and to promote Erick Hubbard to Firefighter, Step 5, effective May 1, 2007, subject to an 18-month probationary period

Training Chief Krause turned the presentation over to Training Captain Jim Selover. Captain Selover discussed some of the drills the Academy has been working on. Each of the recruits then introduced themselves to the Board. Vice-President Bongi thanked everyone for attending the meeting. Motion by Director Lindsay to approve staff's recommendation to hire Firefighter/Paramedics Megan O'Connor, David Gerry, Christopher Cunningham and Christopher Parsons, to Step 1, effective May 1, 2007, subject to an 18-month probationary period; and to promote Erik Hubbard to Firefighter, Step 5, effective May 1, 2007, subject to an 18-month probationary period. Director Price seconded the motion. Motion carried.

5. Public Comment

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq*) and may be limited to three minutes for any person addressing the Board.

No public comment.

6. Consent Calendar (Items 6.1-6.4 1-4)

- 6.1 Approve the salaries, payroll taxes and retirement contributions for the month of April, 2007 for \$2,779,464.07.
- 6.2 Approve the demand register for the period of April 11, 2007 through May 14, 2007, in the amount of \$894,100.32.
- 6.3 Approve the minutes from the April 25, 2007 regular meeting, including District Counsel's closed session report.
- 6.4 Personnel Actions:
 - 1. Approve staff's recommendation to hire Steve Call, Technology Systems Manager at Step 1, effective April 23, 2007, subject to a 12-month probationary period.
 - 2. Approve staff's recommendation to award a merit salary increase to Erik Kennelly, GIS Analyst from Step 3 to Step 4, effective May 1, 2007
 - 3. Approve staff's recommendation to award a merit salary increase for Raymond Matta, Fire Mechanic from Step 3 to Step 4, effective May 9, 2007
 - 4. Approve staff's recommendation to award a merit salary increase to John Viera, Battalion Chief from Step 1 to step 2, effective May 1, 2007

Motion by Director Lindsay, to approve Consent Calendar items 6.1- 6.4 1-4. Director Price seconded the motion. Motion carried.

7. Old Business

- 7.1 Status of Station 31 Apparatus Building; and Potential Training Center Site

Assistant Chief Hart stated that the Facilities Committee met last week to discuss the project and proposals and that he is currently working with Caltrans to obtain a permit for the sound wall at Station 31.

8. New Business

- 8.1 Open Public Hearing, as set forth in annual weed abatement notices mailed May 8, 2007 stipulating May 23, 2007 at 7:00 p.m. as the date, time and place as provided for the purpose of receiving public comment to show cause why weed abatement orders dated May 24, 2007 should not be enforced.

The Public Hearing was opened and closed. No one came forward.

8.2 Discussion of Surplus Equipment Disposition

Assistant Chief Hart referred to his staff report and Resolution 2002-10 stating that there is a great deal of interest in our surplus equipment. Assistant Chief Hart stated that CDF would like one of our trucks. Director Lindsay stated that this is a great program, especially helping other Districts.

8.3 Discussion of District Hosting of Events for Charitable Organizations

Assistant Chief Price provided the background of hosting events for charitable organizations, stating that this was not feasible for all of our stations. The Board agreed that staff prepare a policy of hosting charity firehouse dinners and apparatus visits totaling 12 per year with a one year expiration notice on donation certificates.

8.4 Approval of Resolution No. 2007-02 – Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)

Chief Bowen stated that due to recent changes within the Finance Department, a revised resolution is needed for allowing staff to make deposits and withdrawals from the District LAIF account. Motion by Director Lindsay, seconded by Director Price to approve Resolution No. 2007-02, Authorizing Investment of monies in LAIF. Motion carried by roll call vote.

9. **Correspondence**

Director Lindsay encouraged the Board to review the copies included in the Board packet of the Bills she and Chief Bowen received at Legislative Days on May 15, 2007.

10. **Monthly Activity Reports**

10.1 Operations – Assistant Chief Price

Assistant Chief Price provided a monthly update to the Board and those present, showing a video of a recent structure fire. Chief Price also recognized his staff for their involvement on various committees.

10.2 Support Services – Assistant Chief Hart

Assistant Chief Hart provided a monthly update to the Board and those present stating that the site plan for Station 32 had been received.

10.3 Training – Division Chief Krause

Division Chief Krause provided a monthly update to the Board and those present.

10.4 Fire Prevention – Acting Fire Marshal Julie Bartusch

Acting Fire Marshal Bartusch provided a monthly update to the Board and those present highlighting the upcoming Wind Festival and Farmer's Markets in Danville and San Ramon.

10.5 Finance – Finance Supervisor Philapil

Finance Supervisor Philapil reported on revenue reports, general fund expenditures, capital projects fund and equipment/vehicle fund expenditures and combined balance sheets for all fund types.

10.6 Overtime Report of monthly overtime worked

Finance Supervisor Philapil reviewed the overtime report for the month of April.

10.7 Human Resources – Human Resources Director Leete

Human Resources Director Leete discussed the monthly Human Resources report highlighting the extra work the Finance staff has been providing due to the recent changes in the Department and what a great job everyone is doing.

10.8 Fire Chief – Chief Bowen

Chief Bowen informed the Board and those present that an additional CERT class has graduated at the end of April. Chief Bowen provided copies of a Telestaff report informing the Board that he would like to switch the previous overtime reporting that the Board receives, to the Telestaff method which is less time-consuming for the Finance Department. The Board agreed to receive the Telestaff reporting method.

11. Good of the Order

Assistant Chief Price showed the Board with new red flags he received from Diablo Fire Safe Council. These flags would be flown on District flagpoles on days with high fire danger. The Board approved of flying the red flags and suggested adding an article in the Fall Fire Line Newsletter informing the residents. Chief Price also showed the Board information regarding the File of Life program. The Board suggested that this too be included in the Fall Fire Line Newsletter to inform residents.

12. Closed Session

12.1 Status on labor negotiations between the District and the San Ramon Valley Firefighters Association under the provisions [Authorized under Government Code §54954.4(f)]

12.2 Conference with Real Property Negotiators

Negotiators: Assistant Chief Hart, Chief Bowen and District Counsel Bill Ross

Property Location: A). 1001 Westside Drive, San Ramon, CA

B). 18120 Bollinger Canyon Road, San Ramon, CA

[Authorized under Government Code §§ 54954.5(b) and 54956.8]

12.3 Conference with District Counsel – Existing Litigation

Workers' Compensation Claim No. 0106001249 dated 6/28/01, James Weston v. San Ramon Valley Fire Protection District [Authorized under Government Code §54954.6(a)]

- 12.4 Conference with District Counsel – Potential Litigation
Possible exposure to litigation (two matters)
[Pursuant to Government Code §54956.9(b)(2)]. Facts and circumstances that might result in litigation need not be disclosed. [Pursuant to Government Code § 54956(b) (3)(A)]

Regular session ended: 7:56 p.m.
Closed session began: 8:07 p.m.
Closed session ended: 9:18 p.m.
Regular session reconvened: 9:19 p.m.

13. Return to Open Session

District Counsel's closed session report is attached. Reportable action from closed session is included in the Counsel's report.

14. Adjournment

The meeting adjourned at 9:22 p.m. to the next board meeting scheduled for June 20, 2007.

Prepared by:

Susan F. Brooks, Secretary to the Board

Approved by:

Tom Bongi, Vice-President